



Ministry Coordinator - Job Description

Type: Permanent

Hours: Part-time; 2-4 days per week

Salary: £28,000-£38,000 pro rata DOE

Location: Streatham, London SW16

Posting date: 3rd June 2025

Closing date: 3rd July 2025

Introduction - About our church and the need

[Streatham Central Church](#) (SCC) is a diverse local evangelical church, planted through the [Co-Mission Network](#) and part of the FIEC and the Evangelical Alliance.

Jesus said He would build communities which would be a picture of his life-transforming Good News to a watching world. We are one of those, not because we are 'sorted' but because we have experienced forgiveness through Jesus' death and resurrection and we ask Him to transform us bit by bit so that people in Streatham get to see how wonderful He is.

10 years on from being planted, the church has grown into a multicultural community with an increasing diversity of care and discipleship needs and ministry opportunities. The church is transitioning and in some ways 'growing up' from life as a smaller church plant to life as a larger more established church, needing greater staff capacity and changes to the balance of giftings and the organisation of ministries. And so we are seeking a Ministry Coordinator to support the Pastors in organising existing teams and ensuring that in this growth all ministries are effectively facilitated.

Streatham Central has a deep family feel despite its diversity. We gather every Sunday in a local primary school and we encourage as many as possible to be part of our mid-week discipleship

programmes where small communities form more intimate families that gather to study the bible and support and pray for one another through the week.

Please take a look through our [church vision](#) on our website (and explored more fully in this [sermon series](#)) to understand what makes us tick and how we view the life and purpose of the church - we want to be 'shameless' in *worship*, in *community* and in *mission*.

Ministry Coordinator Role

Ministry Support

Supporting the staff and voluntary ministry leaders in their functions, ensuring they have the resources they need to perform their role adequately and, in the case of volunteers, engaging them with appropriately long lead times where needed.

Sundays

Coordinating the various team leaders to ensure Sunday services run smoothly, including the facilitation of:

- training and recruiting team leaders
- coordinating rotas – planning, recording swaps, liaising with volunteers and staff
- preparing service sheets and other paperwork, and Powerpoint/Presenter files in collaboration with the Music Lead & Lead Pastor
- Oversight of registers and other official documents
- Hired venue management

Events

- Schedule, organise and/or support the organisation of one-off and regular events in the church calendar including baptisms, thanksgivings, church weekend away, revive, christmas and easter events,
- Liaising with staff and volunteers to ensure effective staffing of events

Charity Management

- Support the Chair of trustees with Charitable status management & compiling reports & agendas
- Policy & compliance management including roll-out and updates to data protection and health & safety policies

Other Administration

- Supporting our external HR consultant with the on-the-ground facilitation of training, inductions, recruitment, appraisals etc

- Communications oversight including newsletter mailings (via MailChimp), Social media content & engagement (Meta & Instagram), sermon uploads (YouTube, Podcast Platforms & Website), newcomer to membership flows & directory management (Churchsuite)
- Oversight and administrative support of all the exec team and elders to ensure they can operate smoothly in their day-to-day ministries
- Oversee the efficient running of the Church Office
- Coordinate the church diary and calendar

Person Specification

We are seeking a Ministry Coordinator to join us who is:

- well organised with experience in time management
- experienced in administration and managing schedules
- a good communicator, works well in diverse teams

Other requirements

- A personal relationship with Jesus, and evidence of a deepening of your relationship with God through personal prayer and Bible study.
- The nature and context of this role means that there is an occupational requirement for the successful applicant to be a Christian who is in agreement with our [statement of faith](#).
- Willingness to join with our church family as a member
- Willingness to work outside normal office hours for example some evenings or weekends to accommodate volunteers
- Streatham Central Church is committed to safeguarding and promoting the welfare of children and vulnerable adults. A DBS check will be undertaken.
- Two satisfactory references required

Flexibility to Suit the Individual

The role is flexible to suit the individual - Whilst we envisage 16-24 hours part-time will best meet the need we will consider applications alongside part time ministry training and suggestions for more or fewer hours per week. We expect the successful candidate to mould this job description further in discussion with us.

Key Employment Benefits

- Salary
- A generous pension provision
- 6 weeks holiday per year, including UK Bank Holidays
- Training and funded attendance at conferences

- Personal 1-1 mentoring, as appropriate to your experience / development interests

Application process

Complete this application form by 3rd July 2025: <https://forms.gle/t1cWxBWs1BGkWHf8>